



ATTACHING FS RECORDS to FAMILY TREE USING the SOURCE LINKER

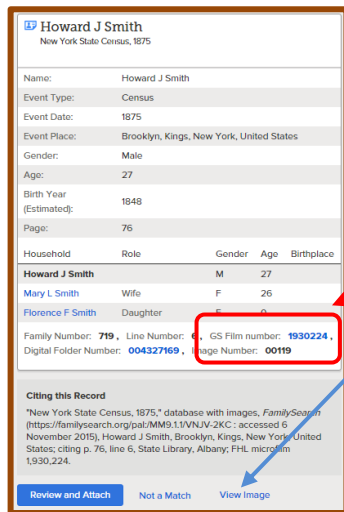
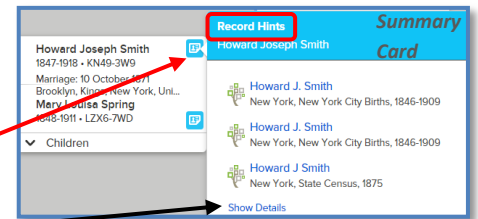
There are two ways to locate INDEXED RECORDS in the Family Search databases:

Find the Record with Record Hints "A"  → compare & attach it using the Source Linker "C"

Find Record with Search Records "B"  → compare & attach it using the Source Linker "C"


A. FINDING THE RECORD - "RECORD HINTS"

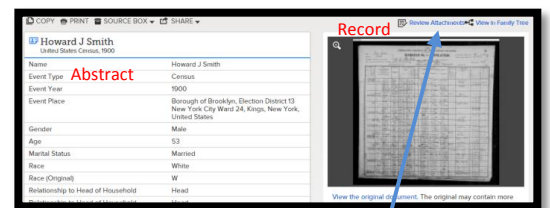
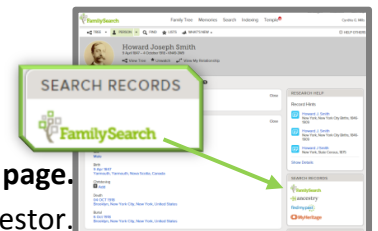
1. Select the ancestor whose records you want to find (preferably someone who lived in US between 1850 and 1940).
2. In the PEDIGREE view, click on  to the right of the person's name. Up to 3 record hints may be on the Summary Card that appears. You can click on "Show Details" to see if there are more hints.



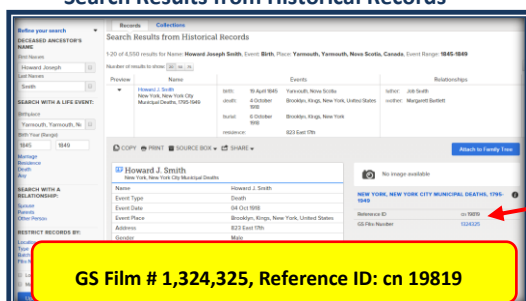
3. To examine a record, click on the blue NAME above the record title on the Summary Card.
4. An ABSTRACT of the record can now be seen. Click "View Image" at the bottom to see the ORIGINAL RECORD.
5. If you cannot view the image, locate and copy the **GS film #** and **reference ID #**. The record is on that film which can be ordered now from FamilySearch.
6. Compare the abstract or image data with what you know about your ancestor. Decide if the record belongs to him/her.
7. If it does, click on the **Review and Attach** bar. This opens the Source Linker where you can again compare and attach the record to this person.
8. To attach this record, skip B. and go to C. "ATTACHING THE RECORD... USING THE SOURCE LINKER" (on back of page)

B. FINDING THE RECORD - "SEARCH RECORDS"

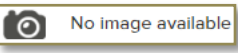
1. To locate more records click the **FamilySearch** icon on the ancestor's Details page.
2. FamilySearch entered the name, birth place and birth date range of your ancestor. bring up more records later, change these search terms, i.e. use married name for women, expand date range, simplify the place, enter only parents' names, etc.
3. Choose a record to examine. Click on blue name or .
4. When there is a record with the abstract, it will appear to the right. If the abstract & record have already been attached to your ancestor, you will see the link




Search Results from Historical Records




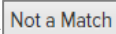
"View attachments". Click on this link; then you can attach record to others listed in it.

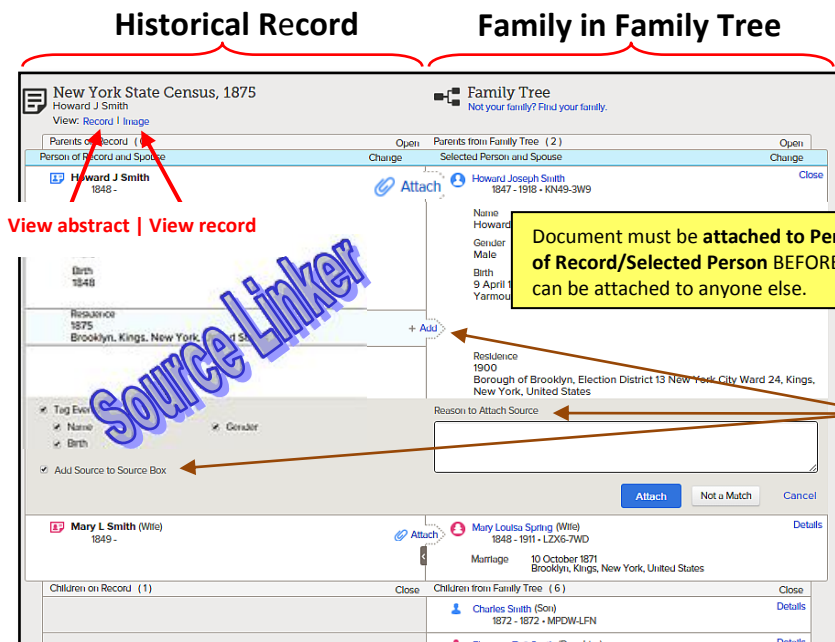
5. If there is no record image, you will see  **No image available** but this is not true. Every abstract has been copied from an original record! To locate and see the record, look for the GS film # and Reference ID # (below the collection name in the abstract). Obtain/order this film and carefully examine the record contents.

6. If you have decided that the **record belongs to your ancestor**, click . NOW it needs to be attached to them using the **Source Linker**. (Continue with C. below)

*Whenever possible, **ALWAYS COMPARE** the information recorded in **THE ORIGINAL RECORD** rather than the abstract (film can be ordered) **WITH WHAT YOU HAVE VERIFIED** about your ancestor's names, dates and places. The actual record often contains more information and is more accurate than the abstract.*

C. ATTACHING THE RECORD - **USING THE "SOURCE LINKER"**

1. In the **Source Linker** you can compare, once more, what is shown in the abstract/record with what you have entered about your ancestor in FT. If the record is theirs, click on the  for the "Person of Record"/"Selected Person". If the record is NOT his/hers or you are unsure, do **NOT** attach the record- just click "**Cancel**" to exit the Source Linker. If you are absolutely certain the record is NOT his/hers, click .



Historical Record **Family in Family Tree**

New York State Census, 1875
Howard J Smith
View: Record | Image

Parents of Record (1)
Person of Record and Spouse
Howard J Smith
1848 -

Family Tree
Not your family? Find your family.

Parents from Family Tree (2)
Selected Person and Spouse
Howard Joseph Smith
1847 - 1918 - KN49-3W9

Birth: 1848
Residence: 1875, Brooklyn, Kings, New York, United States

Tag Events: Name, Gender, Birth, Add Source to Source Box

Document must be attached to Person of Record/Selected Person BEFORE it can be attached to anyone else.

Reason to Attach Source

Attach Not a Match Cancel

Mary L Smith (Wife)
1849 -


Mary Louisa Spring (Wife)
1848 - 1911 - LZKG-7WD

Marriage: 10 October 1871, Brooklyn, Kings, New York, United States

Children on Record (1)
Children from Family Tree (6)


2. If you decide this record belongs to your ancestor:



- Add new information to the Tree by clicking **+ Add**
- Enter a "Reason to Attach Source" statement that gives type of record and why you attached it.
- Check or uncheck "Tag Events", "Add Source to Source Box", etc.

3. Click . The person's field turns light green when the record has been attached.

9. In the **Source Linker** repeat Steps 1 – 3 to attach this record to each person listed in it. The same reason statement will be automatically be entered for each person at that time.
10. Go back to each ancestor's **Details page**, look at list of Sources and verify that the record you attached is there on top of the list.
11. On the same page, in the Vital Information section, be sure to enter **ANY NEW/CORRECTED EVENT DATE AND PLACE INFORMATION** given in the attached source.

More Source Linker Details

To learn about more advanced features of the **Source Linker** (like changing the selected person, lining up a person's name on both sides of the source linker), go to "FamilySearch Family Tree Curriculum" online. Click on URL beginning with "broadcast.lds.org/...". Click on  Level Two.

In  scroll down to Sourcing section. 
View the most recent downloads of "Hands on Activities" and "Short Videos" explaining/demonstrating how to put records in Family Tree.